

Air Toxics Ltd. Sample Acceptance Requirements

Thank you for choosing Air Toxics Ltd. (ATL) for your analytical needs. Samples received by ATL need to be relinquished following USEPA standard guidelines including chain-of-custody documentation and sample labels. An example of how to fill out an ATL chain-of-custody is provided on the reverse side of this page. If you use your own chain-of-custody, you must provide at least the following information indicated below.

Required Chain-of-Custody Information

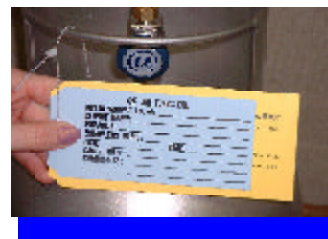
- Point of contact information (firm, name, address, phone/fax, project name)
- Unique sample name (e.g., MW-1, SVE-Influent, SB-4-40FT, Perimeter-3)
- Date and time of collection (use 24-hr clock or indicate a.m./p.m.)
- Sample collector's name and signature
- Analyses to be conducted including any special requirements
- Requested turn around time
- Type of sample container
- Sample matrix
- Signature, date and time of person relinquishing samples



All samples must be labeled and be consistent with the chain-of-custody. Canister sample tags should have the following information indicated below.

Required Sample Label Information

- Unique sample name
- Date and time of collection
- Analyses to be conducted
- Initial and final canister vacuum (or pressure)



ATL's Sample Receiving Team will perform a thorough inspection of your samples and documentation including:

- Physical condition of container
- Status of the custody seal
- Presence of a chain-of-custody
- Completeness of chain-of-custody (see example on reverse)
- Completeness of canister sample tags
- Consistency between chain-of-custody and canister sample tags
- Receipt vacuum (or pressure) of canisters
- Consistency of analyses requested on chain-of-custody with ATL's Project Profile
- Presence of unused media
- Missing equipment (e.g., filters, gages, flow controllers, metal tubing, fittings)

A Sample Receiving Confirmation will be sent within 24 hours; it is your responsibility to verify all information. Note that samples received after 3 p.m. PST are considered to be received on the following business day. Sample receiving discrepancies will be noted in the confirmation and the final report and may result in a call from an ATL Client Service Representative to resolve the issue before samples can be analyzed.

@AIR TOXICS LTD.
An Environmental Analytical Laboratory

For more information or to discuss project specifics, please call Client Services at 800-985-5955 or visit us on the web at www.airtoxics.com

EXAMPLE CHAIN-OF-CUSTODY RECORD

General Notes:

- Send the white copy of the COC- retain the pink copy.
- Put a copy of the COC in each box or container.
- Use a pen with indelible ink.
- Press hard enough to mark all carbon copies.
- Canister sample tags must be filled out and match COC.

Indicate who to contact for questions regarding the samples, COC, or project requirements.

Sampler signs here.

Grey areas for lab use only.

Unique sample name.

Relinquish samples by signing and indicating date and time.



Sample Transportation Notice

Relinquishing signature on this document indicates with all applicable local, State, Federal, national ordinances of any kind. Air Toxics Limited assumes handling or shipping of these samples. Relinquishing signature harmless, defend, and indemnify Air Toxics Limited related to the collection, handling, or shipping of

CHAIN-OF-CUSTODY RECORD

Contact Person Norman Conquest
 Company General Consulting Company
 Address 123 Main Street City Dayton State OH Zip 56
 Phone 800-555-1212 FAX 777-555-1000

Collected By: Signature Jack Hammer

Lab I.D.	Field Sample I.D.	Date & Time	
	Perimeter 1	2/14/02 09:17	EPA M
	Perimeter 2	2/14/02 10:03	
	Perimeter 3	2/14/02 10:59	
	Influent	2/14/02 13:23	
	Effluent	2/14/02 14:01	

Relinquished By: (Signature) Date/Time Jack Hammer 2/14/02 Received By: (Signature) Date/Time
 Relinquished By: (Signature) Date/Time Received By: (Signature) Date/Time
 Relinquished By: (Signature) Date/Time Received By: (Signature) Date/Time

Lab Use Only	Shipper Name	Air Bill #	Opened By:	Temp.(°C)



Date and time of sample collection. Use 24-hr clock (or indicate a.m./p.m.).

- OF- CUSTODY

Indicate a Purchase Order number for proper invoicing.

Sample is being shipped in compliance with national laws, regulations and liability with respect to the collection, custody and control. This form also indicates agreement to hold harmless the provider from any claim, demand, or action, of any kind, arising out of the use of this service. D.O.T. Hotline (800) 467-4922

180 Blue Ravine Road, Suite B
Folsom, CA 95630-4719
(916) 985-1000 FAX (916) 985-1020

Page 1 of 1

Indicate number of pages if you continue on another page.

Project info: P.O. # <u>GCC-001</u> Project # <u>001</u> Project Name <u>Mytown MGP</u>	Turn Around Time <input type="checkbox"/> Normal <input checked="" type="checkbox"/> Rush <u>3 Day</u> Specify _____
---	--

Indicate requested turn around time. Normal TAT is 10 business days. Rush work must be coordinated in advance.

Analyses Requested	Canister Pressure / Vacuum		
	Initial	Final	Receipt
Field TO-14 & Naphthalene	28" Hg	2.0 Hg"	
	29.5	0.5	
	29.3	2.5	
	27.9	1.9	
	26.8	4.3	

Indicate initial and final canister vacuum (or pressure) and units measured (e.g. inches of mercury-"Hg). Initial vacuum should be between 20-30" Hg. Final vacuum should be 0-10" Hg (or pressurized to no more than 10 psi).

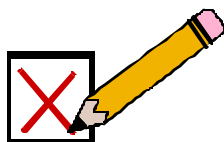
Notes: Also fax data to Ray Gunn at 777-555-1001
Perimeter 3 sample may contain ppmv levels of VOC's

Indicate special instructions for analyses or reporting. Also, indicate samples with high concentrations of compounds.

Condition	Custody Seals Intact?			Work Order #
	Yes	No	None	

Indicate analysis to be conducted and any special requirements (e.g. quality control samples, special compounds, special reporting limits).

For more information or to discuss project specifics, please call Client Services at 800-985-5955 or visit us on the web at www.airtoxics.com



Canister Checklist

- Close valve.
 - Hand tighten knob clockwise.

- Replace brass cap.
 - Hand tighten cap clockwise, then 1/4 turn with wrench (9/16" crescent).

- Fill out canister sample tag.
Indicate:
 - Unique sample name
 - Date and time of collection
 - Analyses to be conducted
 - Initial and final canister vacuum (or pressure)

➡ Use indelible ink and be consistent with sample tags.

- Return canisters in boxes provided.
 - **Unreturned canister charge of \$450 each.**

- Return sample media in packaging provided.
 - **Unreturned equipment charges:
\$45 per filter. \$50-500 per flow controller.**

- Fill out chain-of-custody.
- Place a chain-of-custody in each box.

➡ **See Sample Acceptance Requirements**

 - Relinquish samples properly.
 - Retain pink copy of chain-of-custody.

- Tape box shut and affix custody seal across flap.
- Ship accordingly to meet method holding times.

